

Appendix K

OUTLINE FOR A SECURITY MANUAL

Michigan Court Administration Reference Guide

Court Security Chapter 14

Proposed Outline for Security Manual

- 1) General Information**
 - a) Key Personnel and Agencies
 - b) Security Staff Organization and Post Assignments
- 2) Regular Security Procedures**
 - a) Records and Evidence
 - b) Judges
 - c) Witnesses and Their Waiting Areas
 - d) Normal Jury Procedures
 - e) Sequestered Juries
 - f) Handling Custody Defendants
 - g) Special Courtroom Considerations (Arraignments and Sentencing, Domestic Court, Unruly Spectators, Searches of Litigants and Defendants on Bond, etc.)
- 3) Security Systems**
 - a) Key Control
 - b) Alarms
 - (1) Setting
 - (2) Access
 - (3) Maintenance
 - c) Telemonitor
 - d) Inventory Control
- 4) Special Operations Plans**
 - a) Search of Courtrooms and Related Spaces
 - b) Visitor Control
- 5) Hostage Situations**
- 6) High-Risk Trials**
- 7) Emergency Procedures (Fire, Bomb, Disaster)**
- 8) Post Event Review**